

Refer to instructions on reverse side.

Mail to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION SCHOOL MANAGEMENT SERVICES TEAM FEDERAL AIDS AND AUDIT SECTION P.O. BOX 7841

MADISON, WI 53707-7841 Fax: (608) 267-9207

District Number	District/Agend	District/Agency Legal Name						ort for Period Ending		Program Specify	
Project Grant Number	Project Name						Project Beginning Date		Project Ending Date		
Name of Person Preparing this Report			Telephone Area/No.		E-Mail Addr	ress					
SUMMARY											
Report Project Transactions by Account									İ		
Account Code (Fund-Object-Function-Project)		Account Name		Approved Bud	lget	Unliquidated Encumbrances (Payables)			Unencumbered Balance		
				TOTALS ➤	\$	\$	3	\$		\$	
Cash Summary					Type of Report (Check appropriate box(es))			Amount Requested		For DPI Use Only	
Total Funds Received to Date	Total Disbursements to Date		Cash on Hand at End of Period		Advance Partial Clair		Final Claim	inai Ciaim		Amount Approved	
\$	\$	; 		\$		m <sup> </sup>	Encumbrance				
CERTIFICATION											
I CERTIFY that all revenue and disbursements reported herein are properly substantiated and reconciled with the financial transactions of this District's/Agency's general ledger, and have not been claimed under any other state or federal program.											
Signature of District/Agency Administrator					Date						

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## PROGRAM FISCAL REPORT INSTRUCTIONS

Report for Period Ending: Record the month and year through which this report is completed.

Program: Specify the federal or state grant program; i.e., Title 1, Alcohol and Other Drug Abuse (AODA), etc.

Project Beginning Date: Report the DPI approved beginning date. Funds may not be expended or obligated prior to this date.

Project Ending Date: As stated in your approved contract or grant award document.

Account Code: List all account codes used in your approved project budget.

Account Name: Report the name of the account corresponding to the account code.

Approved Budget: Enter the amounts approved for each account as stated in your contract.

Unliquidated Encumbrances: Report unpaid obligations (i.e., payables, open purchase orders, personal service contracts, etc.)

Encumbrances should be liquidated on the final report.

Total Disbursements to Date: Report the cumulative amount of project payments as recorded on your general ledger. (Do not include payables.)

Unencumbered Balance: Report the amount of funds that have neither been obligated nor disbursed.

Cash Summary: Total funds received minus total disbursements to date equals cash on hand at the end of period.

Cash on hand at end of period often is a negative figure.

Amount Requested: If an advance is requested, the amount may not exceed a 30-day cash supply.

Additional questions regarding the completion of this report may be directed to the Federal Aids and Audit Section:

Grant Supervisor Robert E. Sainsbury (608) 266-2428